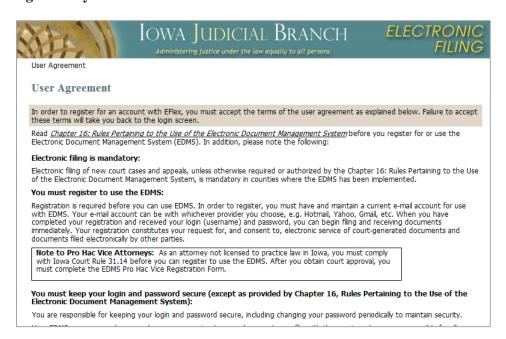


Registering for an eFile Account

- 1. Open a web browser (not illustrated).
- 2. Enter the following URL https://www.iowacourts.state.ia.us/Efile or via the link provided on the Judicial Branch Homepage.
- 3. Click **Request Account**.



- 4. Read and review the **User Agreement**.
- 5. Read and review the Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System.





6. Click the acceptance radio button to acknowledge the User Agreement and Chapter 16 Rules.



- 7. Click Submit.
- 8. Select **Specialized Non-Party** Filers as the User Role.



- 9. Click Next.
- 10. Select **Existing** and **scroll through and select** the desired organization. If the desired organization is not listed, click **New** and **enter in the Company Name**.



11. Click Next.



12. Complete the required fields to set up a User Account.

User Name - select a unique user name. This will be what is used to log into the eFile system.

Password - choose a password that is at least 4 characters long

Name – the eFiler's first and last name

Email - this address will be used to receive courtesy notifications.

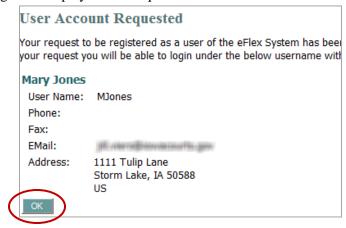
Alternate Email – include additional addresses to receive notifications

Address - My Company's Address will display for existing organizations. A new organization



13. Click Submit.

14. A confirmation page will display for the requested **User Account**. Click **OK**.



Note! An email confirmation will be sent to the registered email address when the registration has been approved.



Logging into an eFile Account

- 1. Return to the **Log In** page and enter the **User Name** and **Password**.
- 2. Click Log In.



The information contained in the training materials for the lowa Judicial Branch Electronic Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.